

Handbook of
Visa and Immigration
for International Students



Yemyung Graduate University

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1. Preparations for Visa

○ Applicants abroad

Successful international applicants for admissions of Yemyung Graduate University (YGU) must obtain a student visa (D-2) from the Korean embassy/consulate in the student’s home country prior to entering Korea. Considering some of the required documents can be very time consuming to be issued, it is highly recommended to prepare all the requirements in advance to receive the visa before the new semester begins.

* Specific types of student visa: master’s course (D-2-3) and doctoral course (D-2-4)

Required documents for student visa (D-2) applicants abroad

No	Documents	Remarks
1	Visa Application Form	A color passport photo taken in last 6 months
2	Passport (valid at least or more than six months)	Original & photocopy
3	Certificate of Admission	issued by and posted from YGU
4	Certificate of Business Registration	issued by and posted from YGU
5	Tuition Payment Receipt	issued by and posted from YGU
6	Application Fee	
7	Academic Credentials	Choose one from ① or ② for an authentication of diploma and transcript of applicant’s highest educational degree ① Attachment of Apostille ② Attachment of verification issued by Korean embassy/consulate in the country where the applicant’s education was completed * Applicants must prepare two original copies of the above documents as they are required for admission procedures as well.
8	Financial Statement	Proof of applicant’s financial ability to support themselves for tuition fee and living expenses * personal bank record with a balance of more than 20,000 USD (officially issued by bank) * If parents will support the financial costs, applicants need to submit a family relations certificate.
9	Tuberculosis Test Result (if applicable)	Please see the instruction (next page)

* As the requirements for student visa may vary by individual or embassy, applicants must contact the Korean embassy/consulate before applying for visa to find out if there are any additional documents needed to submit.

* Tuberculosis Test Result

- Only for applicants from the following countries

Angola, Azerbaijan, Bangladesh, Belarus, Cambodia, China, Democratic Republic of Congo, East Timor, Ethiopia, India, Indonesia, Kazakhstan, Kenya, Kyrgyzstan, Laos, Malaysia, Mongolia, Moldova Republic, Mozambique, Myanmar, Nepal, Nigeria, Pakistan, Papua New Guinea, Peru, Philippines, Russia, South Africa, Sri Lanka, Tajikistan, Thailand, Ukraine, Uzbekistan, Vietnam, Zimbabwe

* What is an Apostille? - Please check the list of Apostille member countries in the appendix.

The Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (HCCH 1961 Apostille Convention) facilitates the use of public documents abroad. The purpose of the Convention is to abolish the traditional requirement of legalisation, replacing the often long and costly legalisation process with the issuance of a single Apostille certificate by a Competent Authority in the place where the document originates.

○ Applicants in Korea

① Applicants holding a student visa (D-2) or job seeker visa (D-10)

While still holding D-2 or D-10 visa, those who have received or are expected to receive a bachelor's or higher educational degree from another university in Korea are allowed to apply for a visa transfer at the Immigration Office without making a trip abroad. In this case, applicants must apply for a degree course at a higher level than the final degree received from the previous institution or university in Korea. Although there are some exceptions, most of visa applications could be rejected if applying for equivalent or lower level of degree course which applicants had already taken in Korea.

② Applicants holding a training (for Korean language) visa (D-4)

Successful applicants with D-4 visa and a bachelor's or higher educational degree can also apply for a visa transfer at the Immigration Office before a new semester starts.

* A student's visa (D-2) is not required for applicants with E-7, F-1, or F-6 visa.

- * Applicants holding a tourism visa (C-3) must make a departure and apply for a student visa (D-2) at the Korean embassy/consulate in their home countries.
- * Applicants must make an appointment online first at www.hikorea.go.kr before visiting the local Immigration Office that is in charge of your district.

Required documents for applicants in Korea currently holding D-2/D-4/D-10 visa

No	Documents	Remarks
1	Application Form	A color passport photo taken in last 6 months
2	Passport (valid at least or more than six months)	Original & photocopy
3	Certificate of Admission	issued by YGU
4	Certificate of Business Registration	issued by YGU
5	Tuition Payment Receipt	issued by YGU
6	Certificate of Attendance at Language Institution	Only for D-4 holders
7	Official Transcript of Language Institution	Only for D-4 holders
8	Academic Credentials	Choose one from ①, ②, or ③ for an authentication of diploma and transcript of applicant's highest educational degree ① Attachment of Apostille ② Attachment of verification issued by Korean embassy/consulate in the country where the applicant's education was completed ③ Attachment of verification issued by diplomatic mission of applicant's country in Korea * Applicants must prepare two original copies of the above documents as they are required for admission procedures as well. * If received a degree from an institution/university in Korea, authentication can be exempted.
9	Financial Statement	Personal bank account record * Applicant's financial ability sufficient for tuition payments and living expenses for a year in Korea * If parents will support the financial costs, applicants need to submit a family relations certificate.
10	Proof of Residence/Accommodation	A copy of housing rental contract * If the contract is not under the applicant's name, they must submit a copy of the accommodation provider's ID card & Confirmation of Residence/Accommodation letter as well.
11	Application Fee	130,000 KRW (only in cash)

- * As the requirements for student visa may vary by the current status, applicants must contact the Immigration Office before applying for visa transfer to find out if there are any additional documents needed to submit.

2. Foreign Resident Registration

○ Residence Card(former Alien Registration Card)

Residence Card, formerly Alien Registration Card (ARC), is a national identification card, essentially a form of ID and social security for foreigners. Residence Card is needed to register and sign up for essential services such as a cell phone plan, internet, banking, and health insurance. After arrival in Korea, all international students must apply for Residence Card at the Immigration Office as soon as possible.

Application Procedures for Residence Card

- ① Make an appointment online at www.hikorea.go.kr to visit the local Immigration Office that is in charge of your district.
- ② Visit the Immigration Office at the scheduled time and submit the required documents.
- ③ Register fingerprint

Required documents for Residence Card

No	Documents	Remarks
1	Application Form	1 color passport photo
2	Passport (valid at least or more than six months)	Original & photocopy of photo and D-2 visa pages
3	Proof of Residence/Accommodation	A copy of housing rental contract * If the contract is not under the applicant's name, they must submit a copy of the accommodation provider's ID card & Confirmation of Residence/Accommodation letter as well.
4	Certificate of Enrollment	issued by YGU
5	Certificate of Business Registration	issued by YGU
6	Tuition Payment Receipt	issued by YGU
7	Application Fee	30,000 KRW (only in cash)

* It takes 3~5 weeks for Residence Card to be issued. (It is highly recommended to pick up the card yourself from the Immigration Office. If opted for a delivery service, the post could be returned when no one is at applicant's place during the daytime.)

* Upon receipt of Residence Card, please submit a copy of it(both front and back sides) to the Office of Academic Affairs by email(yguedu@ygu.ac.kr).

3. Extension of Sojourn Period

In case of expiration of permission of stay, students must apply for an extension of sojourn period. The duration of stay approved by the Immigration Office is indicated on the back side of Residence Card. Students must be currently enrolled at YGU or registered for research for writing thesis/dissertation in order to apply for the extension.

- * Students can apply for the extension from four months prior to the expiry date. Considering the Immigration Office may require additional documents for particular cases, it is highly recommended to prepare documents and apply for the extension well ahead of the expiry date.
- * Students must make an appointment online first at www.hikorea.go.kr before visiting the local Immigration Office that is in charge of your district. Beforehand, students can also visit the Office of Academic Affairs for help to check if their documents are valid for the extension.

○ Currently Enrolled Students

Students must be registered for the coursework and complete the tuition payment before the beginning of a new semester.

Required documents for the extension of stay (currently enrolled students)

No	Documents	Remarks
1	Application Form	
2	Passport (valid at least or more than six months)	
3	Residence Card (former alien registration card)	
4	Proof of Residence/Accommodation	A copy of housing rental contract * If the contract is not under the applicant's name, they must submit a copy of the accommodation provider's ID card & Confirmation of Residence/Accommodation letter as well.
5	Certificate of Enrollment	issued by YGU
6	Certificate of Attendance	issued by YGU
7	Academic Transcript	issued by YGU
8	Tuition Payment Receipt	issued by YGU
9	Financial Statement	bank account opened in Korea * Remittance records of financial support from student's home country must be included. Any other types of income records occurred in Korea without work permit will be considered illegal.
10	Application Fee	60,000 KRW (only in cash)

○ **Students Registered for Research**

Students who have completed the coursework and are qualified to submit thesis/dissertation must be registered for research.

* Students in the non-thesis track of the master’s degree course or students who have already submitted dissertation and successfully met all the requirements for a doctoral degree within the duration of coursework are irrelevant to this case.

Required documents for the extension of stay (research students)

No	Documents	Remarks
1	Application Form	
2	Passport (valid at least or more than six months)	
3	Residence Card (former alien registration card)	
4	Proof of Residence/Accommodation	A copy of housing rental contract * If the contract is not under the applicant’s name, they must submit a copy of the accommodation provider’s ID card & Confirmation of Residence/Accommodation letter as well.
5	Certificate of Completion	issued by YGU
6	Academic Transcript	issued by YGU
7	Confirmation Form for Faculty Advisor on a Student’s Thesis Schedule	Signatures both from the Office of Academic Affairs and dissertation advisor must be included.
8	Research Registration Payment Receipt	issued by YGU
9	Financial Statement	bank account opened in Korea * Remittance records of financial support from student’s home country must be included. Any other types of income records occurred in Korea without work permit will be considered illegal.
10	Application Fee	60,000 KRW (only in cash)

* As the requirements for the visa extension may vary by the current status, applicants must contact the Immigration Office to find out if there are any additional documents needed to submit.

4. Obligations to Report

If international students have any personal information to be updated, they are obligated to report changes or updates to the Immigration Office. A failure to report within 14 days from the date of occurrence will be considered a violation of Article 35 of the Immigration Act and may lead to a severe disadvantage in regard to one's stay and status in Korea.

Changes and updates to report

- ① Passport information (name, date of birth, nationality, passport renewal, etc.)
- ② Foreign resident registration information (change of address)
 - ✓ A copy of housing rental contract
 - ✓ If the contract is not under the applicant's name, prepare the following documents as well:
 - A copy of the accommodation provider's ID card
 - Confirmation of Residence/Accommodation letter
- ③ If Residence Card is damaged or lost
- ④ Change of part-time workplace
- ⑤ Miscellaneous

Required documents for reporting changes/updates of personal information

No	Documents	Remarks
1	Application Form	
2	Passport	
3	Residence Card (former alien registration card)	
4	Other documents verifying changes and updates	subject to vary depending on individual circumstances

- * For general information and inquiries regarding visa and sojourn, please call the Immigration Contact Center at **1345** (without an area code).
- * Application forms for the Immigration Office are available in the following link:
<https://www.hikorea.go.kr/board/BoardApplicationListR.pt>
 - Choose a language option for Korean or English

5. Leave of Absence and Reinstatement

○ Leave of Absence

According to the Clause 1 of Article 17 of the Immigration Control Act, if international students with a D-2 (study abroad) visa request a leave of absence, their visas will be cancelled and they will have to leave Korea within 14 days after the leave of absence begins or change their qualifications for length of stay.

When applying for a leave of absence, international students must submit a copy of air ticket or itinerary to the Office of Academic Affairs in order to verify their departure.

If not leaving the country within 14 days after a leave of absence, the student is entirely responsible for any consequences from violating the Immigration Control Act, such as imprisonment, monetary penalty, deportation, etc.

○ Reinstatement

In order to resume the study at YGU, the international student must obtain a new Certificate of Admission from the university for renewing student visa (D-2).

To receive the new Certificate of Admission, the student must contact the Office of Academic Affairs for submitting the application for reinstatement first. After the reinstatement is approved, the office will guide the procedures for the new Certificate of Admission and visa issuance. As it takes around 1~2 month(s) for the whole procedures to be done before a new semester starts, it is highly recommended to apply for reinstatement as early as possible.

6. Part-Time Work Permit

In principle, international students holding a student visa (D-2) are not allowed to work and earn income. It is only possible for international students to apply for part-time work when a prior permission from the Immigration Office is granted before start working. Otherwise, it is considered as an illegal employment, leading to serious penalty on both the employer and the student (Ex. deportation, restriction on part-time work, a huge amount of fines, etc.)

Prerequisites for Part-Time Work Permission

- ① Currently enrolled students or students registered for research
 - ✓ Students taking extra semester(s) due to a failure to meet the requirements for graduation/completion are not allowed to apply for part-time work permission.
- ② 70% or higher rate of attendance in the recent semester
- ③ GPA 2.0(C+) or higher

Required documents for Part-Time Work Permission

No	Documents	Remarks
1	Part-time Work of Foreign Student Confirmation Form	Signatures from both a prospective employer and the Office of Academic Affairs must be included.
2	Residence Card and Passport	
3	A copy of Certificate of Business Registration	issued by a prospective employer
4	Standard Labor Contract	issued by a prospective employer * Working period, hourly wages, and job duty must be described specifically.
5	Certificate of Enrollment	issued by YGU
6	Academic Transcript	issued by YGU
7	Official TOPIK(Test of Proficiency in Korean) Level 4 or higher	Students taking Korean Track program
8	Official English test TOEFL 530(CBT 197, ibt 71), IELTS 5.5, CEFR B2, or TEPS 600	Students taking English Track program * Exempted for students from countries where English is an official language

- * Weekly permitted work hours for graduate students (M.A. & Ph.D.): 30 hours per a week
 - Students without TOPIK level 4 or higher: 15 hours per a week
- * Possible types of part-time work: interpreter/translator, restaurant assistant, office assistant, tour guide assistant, duty-free shop sales assistant, etc.
- * **Restricted types of part-time work:** manufacturing, construction, private tutoring, etc.
- * If changing workplace, please report it to the Immigration Office within 14 days from the date of occurrence.

Appendix

1. Application for Leave of Absence
2. Application for Reinstatement
3. List of Hague Apostille Member Countries
4. Authentication for Academic Credentials
5. Confirmation Form for Faculty Advisor on a Student's Thesis Schedule
6. Confirmation Form of Residence/Accommodation
7. Part-time Work of Foreign Student Confirmation Form
8. Standard Labor Contract

휴 학 원 서

Application for Leave of Absence

담 당	교학팀장	교학처장

성 명 Name		생년월일 Date of Birth	
과 정 Degree Course	<input type="checkbox"/> 석사M.Div. <input type="checkbox"/> 석사Th.M. <input type="checkbox"/> 석사M.A. <input type="checkbox"/> 박사Ph.D.	전 공 Major	
입학년도 Admission Year	학년도 <input type="checkbox"/> 봄(spring) 학기 (year) <input type="checkbox"/> 가을(fall) 학기	학 번 Student No.	
주 소 Address			
연 락 처 Phone No.			
휴학기간 Period of Absence	년(year) 월(month) 일(day) ~ 년(year) 월(month) 일(day)		
휴학사유 Reason for Absence			

본인은 위와 같은 사유로 휴학원을 제출합니다.
 I hereby apply for leave of absence due to the above reason(s).

년(year) 월(month) 일(day)

신청인 : (인 signature)
 (Name)

예 명 대 학 원 대 학 교 교 학 처 장 귀 하

To the Academic Dean of Yemyung Graduate University

경 유	사무처	도서관	교학처 학적담당

복 학 원 서

Application for Reinstatement

담 당	교학팀장	교학처장

성 명 Name		생년월일 Date of Birth	
과 정 Degree Course	<input type="checkbox"/> 석사M.Div. <input type="checkbox"/> 석사Th.M. <input type="checkbox"/> 석사M.A. <input type="checkbox"/> 박사Ph.D.	전 공 Major	
입학년도 Admission Year	학년도 <input type="checkbox"/> 봄(spring) 학기 (year) <input type="checkbox"/> 가을(fall) 학기	학 번 Student No.	
주 소 Address			
연 락 처 Phone No.			
비 고 Remarks			

본인은 휴학으로 인하여 학업을 중단하였으나 이번 학기부터 복학하고자 복학원을 제출합니다.
 I have taken leave of absence but wish to return to school this semester and hereby submit this reinstatement form.

년(year) 월(month) 일(day)

신청인 : (인 signature)
 (Name)

예 명 대 학 원 대 학 교 교 학 처 장 귀 하

To the Academic Dean of Yemyung Graduate University

경 유	사무처	도서관	교학처 학적담당




Hague Apostille Member Countries

as of July 20, 2019.

	Albania		Greece		Panama
	Andorra		Grenada		Paraguay
	Antigua and Barbuda		Guatemala		Peru
	Argentina		Honduras		Philippines
	Armenia		Hong Kong		Poland
	Australia		Hungary		Portugal
	Austria		Iceland		Romania
	Azerbaijan		India		Russia
	Bahamas		Ireland		Saint Kitts and Nevis
	Bahrain		Israel		Saint Lucia
	Barbados		Italy		Saint Vincent and the Grenadines
	Belarus		Japan		Samoa
	Belgium		Kosovo		San Marino
	Belize		Kazakhstan		Sao Tome and Principe
	Bolivia		Kyrgyzstan		Serbia
	Bosnia and Herzegovina		Latvia		Seychelles
	Botswana		Lesotho		Slovakia
	Brazil		Liberia		Slovenia
	Brunei		Liechtenstein		South Africa
	Bulgaria		Lithuania		South Korea
	Burundi		Luxembourg		Spain
	Cape Verde		Macau		Suriname
	Chile		Macedonia		Swaziland
	Colombia		Malawi		Sweden
	Cook Islands		Malta		Switzerland
	Costa Rica		Marshall Islands		Tajikistan
	Croatia		Mauritius		Tonga
	Cyprus		Mexico		Trinidad and Tobago
	Czech Republic		Moldova		Tunisia
	Denmark		Monaco		Turkey
	Dominica		Mongolia		Ukraine
	Dominican Republic		Montenegro		United Kingdom
	Ecuador		Morocco		United States
	El Salvador		Namibia		Uruguay
	Estonia		Netherlands		Uzbekistan
	Fiji		New Zealand		Vanuatu
	Finland		Nicaragua		Venezuela
	France		Niue		
	Georgia		Norway		
	Germany		Oman		

AUTHENTICATION FOR ACADEMIC CREDENTIALS

SAMPLE ①: APOSTILLE (MONGOLIA)

 APOSTILLE (Convention de La Haye du 5 octobre 1961)	
1. Country: Улс: Mongolia	
This public document Энэхүү албан ёсны баримт бичиг	
2. has been signed by Гарын үсэг зурсан хүний овог нэр: 	
3. acting in the capacity of Албан тушаал: Notary	
4. bears the seal /stamp of Байгууллагын тамга, тэмдэг: Ulaanbaatar	
Certified Баталгаажуулсан	
5. at Хаана: Ulaanbaatar, Mongolia	6. the Огноо: 9 October, 2020
7. by Эрх бүхий албан тушаалтан: Deputy Director	
8. № Гэрчилгээний дугаар: 	
9. Seal / stamp Тамга, тэмдэг:  Consular Department	10. Signature: Гарын үсэг: 

SAMPLE ②: CONFIRMATION LETTER (KOREAN EMBASSY IN NIGERIA)

확 인 서

문서확인번호

등부 2020년 제 호

Registered No. 2020 -

확 인

Confirmation

위 문서 주재국 공문서 및 공증문서에 기재(날인)된 나이지리아 국 공무원(공증인)의 서명(직인)의 진실함과 그 직위를 확인한다.

This is to confirm that the signature(official seal) and his(her) position of the official(Notary Public) affixed to the accompanying document, is true and authentic.

2020년 10월 19일

성명:

직위: 2등서기관

재외공관 명칭: 주나이지리아대한민국 대사관

소재지: No. 9 Ovia Crescent Off Pope John Paul II Street, Maitama, Abuja, Nigeria



Confirmation Form for Faculty Advisor on a Student's Thesis Schedule

Student	Full Name		Nationality	
	Foreign Resident Registration No.		Degree Program (Master, Ph.D)	
	Program of Study (Major)		C.G.P.A	/
	Matriculation Date		Graduation Date	
	Telephone		E-mail	

Thesis Schedule	Date	Guidance Remarks

I hereby confirm that the student above has completed his/her courses of study and is currently preparing for his/her (Master/Ph.D) thesis/dissertation under my guidance, therefore, I request the Ministry of Justice to extend the student's permitted period of sojourn so that he/she can finish writing his/her thesis/dissertation.

20 . . .

Faculty Advisor	Job Title			
	Full Name	(Stamp or Signature)	Tel	
Administration	Job Title			
	Full Name	(Stamp or Signature)	Tel	

To. The Head of ○ ○ Immigration (Branch) Office

거주/숙소제공 확인서 (Confirmation of Residence/Accommodation)

1. 거주/숙소를 제공 받는 외국인 (Foreign Tenant / Recipient)			
국 적 (Nationality)		외국인등록(거소)번호 (Foreign Resident/Domestic Residence Registration No.)	
성 명 (Full Name)	전화번호 (Telephone No.)		
	휴대전화 (Cell phone No.)		
주 소 (Address)			
2. 거주/숙소 제공자 (Landlord / Provider)			
국 적 (Nationality)		주민/외국인등록번호 (Resident/Foreign Resident Registration No.)	
성 명 (Full Name)	전화번호 (Telephone No.)		
외국인과의 관계 (Relationship)	[] 친 척 (Relative)	[] 고 용 주 (Employer)	[] 기 타 (Other)
소유형태 (Ownership Type)	[] 자 가 (Own)	[] 임 대 (Rent)	[] 기 타 (Other)
주거형태 (Residence Type)	[] 개인주택 등 (Private Residence, etc.)	[] 기 숙 사 (Dormitory)	
	[] 숙 박 시 설 (Accommodation)	[] 기 타 (Other)	
거주/숙소 제공일 (Starting Date)	년(Year)	월(Month)	일(Date)
위와 같이 거주/숙소를 제공하였음을 확인합니다. (I, the undersigned, confirm the provision of accommodation to the abovementioned foreigner.)			
<div style="text-align: right; margin-right: 100px;"> 년(Year) 월(Month) 일(Date) 성 명 (Name) : (서명) (Signature) 업체명 (Company Name) : (직인) (Official Seal) 출입국 · 외국인청(사무소)장 귀하 </div>			
<p>1. 외국인을 고용한 업체에서 기숙사 등을 제공하는 경우 작성방법</p> <ul style="list-style-type: none"> ○ 제공자란에는 고용주, 대표자 또는 법인의 대표자 인적사항 기재 ○ 확인란에는 대표자 성명과 서명 날인 또는 업체명과 직인 날인 중 택일 <p>2. 숙소제공자가 외국인에게 함께 제공해야 하는 서류 (Documents to be provided to the foreign tenant from the accommodation provider)</p> <ul style="list-style-type: none"> ○ (숙소제공자와 주소가 같은 경우) 숙소제공자 신분증 사본 (In the case of living on the same address with the accommodation provider: Copy of accommodation provider ID Card) - 다만, 신분증 사본에 숙소제공자의 인적사항·최신 주소가 나타나 있어야 함 (Note: a personal information and the most recent address of accommodation provider must be indicated on his ID Card.) ○ (숙소제공자와 주소가 다른 경우) 숙소제공자의 소유 또는 임차 물건임을 증빙할 수 있는 서류(등기부등본, 임대차계약서 등) (In the case of living on the different address to the accommodation provider : Documents of evidence regarding ownership of the provided property: Certified Copy of Register, Residential Lease Agreement, etc.) 			
210mm×297mm[백상지 80g/㎡(재활용품)]			

외국인유학생 시간제취업 확인서

대상자	성 명		외 국 인 등록번호	
	학과(전공)		이수학기	
	전화번호		e-mail	
취업 예정 근무처	업 체 명			
	사 업 자 등록번호		업종	
	주 소			
	고 용 주	(인 또는 서명)	전화 번호	
	취업기간		급여 (시급)	
	근무시간	평일 :	토·일요일 :	
<p>위 유학생은 본교에 재학하고 있는 학생으로서 현재의 학습 및 연구 상황으로 볼 때, 상기 예정된 시간제취업 활동을 통해서도 학업(또는 연구 활동)에 지장이 없을 것으로 판단되므로, 이에 확인합니다.</p> <p style="text-align: center;">20 . . .</p> <p>※ 시간제취업허가 허용시간은 어학연수생은 주당 20시간, 학부과정은 주당 20시간 이내(인증 대학은 25시간), 석박사과정은 주당 30 시간 이내임.</p>				
<p>○ ○ 출입국관리사무소(출장소)장 귀하</p>				
유학생담당자 확인란	소속	00 대학		성명
	인증대학 여부	해당 <input type="checkbox"/> 비해당 <input type="checkbox"/>		
	직위 (연락처)			
<p>(인 또는 서명)</p>				

Part-time Work of Foreign Student Confirmation Form

Appli -cant	Name		Foreign Resident Registration No.	
	Department (Major)		Term	
	Tel No.		E-Mail	
The expecte d place of employ- ment	Company Name			
	Business Registration No.		Type of Industry	
	Address			
	Employer	(Seal/Sig)	Tel No.	
	Period of Working		Wage (Per hour)	
	Working Hours	Weekday:	Sat-Sun:	
<p>I hereby confirm that the above named student is enrolled at our university, and considering his/her academic and research progress hitherto, I believe that the part-time job indicated above will not impede his/her learning (research) in school.</p> <p style="text-align: center;">20</p> <p style="text-align: center;">○ ○ The head of immigration (branch) office</p>				
Confirmation from a Uni. Official.	Uni.		Name	(Seal/Sig)
	IEQAS	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Job Position (Tel No.)			

표준근로계약서 Standard Labor Contract

(앞쪽)

아래 당사자는 다음과 같이 근로계약을 체결하고 이를 성실히 이행할 것을 약정한다.

The following parties to the contract agree to fully comply with the terms of the contract stated hereinafter.

사용자 Employer	업체명 Name of the enterprise	전화번호 Phone number
	소재지 Location of the enterprise	
	성명 Name of the employer	사업자등록번호(주민등록번호) Identification number
근로자 Employee	성명 Name of the employee	생년월일 Birthdate
	본국주소 Address(Home Country)	

1. 근로계약기간	- 신규 또는 재입국자: () 개월 - 사업장변경자: 년 월 일 ~ 년 월 일 * 수습기간: [] 활용(입국일부터 [] 1개월 [] 2개월 [] 3개월 [] 개월) [] 미활용 ※ 신규 또는 재입국자의 근로계약기간은 입국일부터 기산함(다만, 「외국인근로자의 고용 등에 관한 법률」 제18조의4제1항에 따라 재입국(성실재입국)한 경우는 입국하여 근로를 시작한 날부터 기산함).	
1. Term of Labor contract	- Newcomer or Re-entering employee: () month(s) - Employee who changed workplace: from (YY/MM/DD) to (YY/MM/DD) * Probation period: [] Included (for [] 1 month [] 2 months [] 3 months from entry date - or specify other: .), [] Not included ※ The employment term for newcomers and re-entering employees will begin on their date of arrival in Korea, while the employment of those who re-entered through the committed worker's system will commence on their first day of work as stipulated in Article 18-4 (1) of Act on Foreign Workers' Employment, etc.	
2. 근로장소	※ 근로자를 이 계약서에서 정한 장소 외에서 근로하게 해서는 안 됨.	
2. Place of employment	※ The undersigned employee is not allowed to work apart from the contract enterprise.	
3. 업무내용	- 업종: - 사업내용: - 직무내용: ※ 외국인근로자가 사업장에서 수행할 구체적인 업무를 반드시 기재	
3. Description of work	- Industry: - Business description: - Job description: ※ Detailed duties and responsibilities of the employee must be stated	
4. 근로시간	시 분 ~ 시 분 - 1일 평균 시간외 근로시간: 시간 (사업장 사정에 따라 변동 가능: 시간 이내) - 교대제 ([] 2조2교대, [] 3조3교대, [] 4조3교대, [] 기타)	※ 가사사용인, 개인간병인의 경우에는 기재를 생략할 수 있음. ※ Employers of workers in domestic help, nursing can omit the working hours.
4. Working hours	from () to () - average daily over time: hours (changeable depending on the condition of a company): up to hour(s) - shift system ([] 2groups 2shifts, [] 3groups 3shifts, [] 4groups 3shifts, [] etc.)	
5. 휴게시간	1일 분	
5. Recess hours	() minutes per day	
6. 휴일	[] 일요일 [] 공휴일([] 유급 [] 무급) [] 매주 토요일 [] 격주 토요일, [] 기타()	
6. Holidays	[] Sunday [] Legal holiday([] Paid [] Unpaid) [] Every saturday [] Every other Saturday [] etc.()	

7. 임금	1) 월 통상임금 ()원 - 기본급[(월, 시간, 일, 주)급] ()원 - 고정적 수당: () 수당 : ()원, () 수당: ()원 - 상여금 ()원 * 수습기간 중 임금 ()원, 수습시작일부터 3개월 이내 근무기간 ()원 2) 연장, 야간, 휴일근로에 대해서는 통상임금의 50%를 가산하여 수당 지급(상시근로자 4인 이하 사업장에는 해당되지 않음)
7. Payment	1) Monthly Normal wages ()won - Basic pay[(Monthly, hourly, daily, weekly) wage] ()won - Fixed benefits: () benefits : ()won, () benefits : ()won - Bonus: ()won * Wage during probation () won, but for up to the first 3 months of probation period: () won 2) Overtime, night shift or holiday will be paid 50% more than the employee's regular rate of pay(This is not applicable to business with 4 or less employees).
8. 임금지급일	매월 ()일 또는 매주 ()요일. 다만, 임금 지급일이 공휴일인 경우에는 전날에 지급함.
8. Payment date	Every ()th day of the month or every () day of the week. If the payment date falls on a holiday, the payment will be made on the day before the holiday.
9. 지급방법	<input type="checkbox"/> 직접 지급, <input type="checkbox"/> 통장 입금 ※ 사용자는 근로자 명의로 된 예금통장 및 도장을 관리해서는 안 됨.
9. Payment methods	<input type="checkbox"/> In person, <input type="checkbox"/> By direct deposit transfer into the employee's account ※ The employer must not keep the bankbook and the seal of the employee.
10. 숙식제공	1) 숙박시설 제공 - 숙박시설 제공 여부: <input type="checkbox"/> 제공 <input type="checkbox"/> 미제공 제공 시, 숙박시설의 유형(<input type="checkbox"/> 주택, <input type="checkbox"/> 고시원, <input type="checkbox"/> 오피스텔, <input type="checkbox"/> 숙박시설(여관, 호텔, 펜션 등), <input type="checkbox"/> 컨테이너, <input type="checkbox"/> 조립식 패널, <input type="checkbox"/> 사업장 건물, 기타 주택형태 시설()) - 숙박시설 제공 시 근로자 부담금액: 매월 _____ 원 2) 식사 제공 - 식사 제공 여부: 제공(<input type="checkbox"/> 조식, <input type="checkbox"/> 중식, <input type="checkbox"/> 석식) <input type="checkbox"/> 미제공 - 식사 제공 시 근로자 부담금액: 매월 _____ 원 ※ 근로자의 비용 부담 수준은 사용자와 근로자 간 협의(신규 또는 재입국자의 경우 입국 이후)에 따라 별도로 결정.
10. Accommodations and Meals	1) Provision of accommodations - Provision of accommodations: <input type="checkbox"/> Provided, <input type="checkbox"/> Not provided (If provided, accommodation types: <input type="checkbox"/> Detached houses, <input type="checkbox"/> Goshiwans, <input type="checkbox"/> Studio-flat s, <input type="checkbox"/> Lodging facilities(such as motels, hostels and pension hotels, etc.), <input type="checkbox"/> Container boxes, <input type="checkbox"/> SIP panel constructions, <input type="checkbox"/> Rooms within the business building - or specify other housing or boarding facilities _____.) - Cost of accommodation paid by employee: _____ won/month 2) Provision of meals - Provision of meals: <input type="checkbox"/> Provided(<input type="checkbox"/> breakfast, <input type="checkbox"/> lunch, <input type="checkbox"/> dinner), <input type="checkbox"/> Not provided - Cost of meals paid by employee: _____ won/month ※ The amount of costs paid by employee, will be determined by mutual consultation between the employer and employee (Newcomers and re-entering employees will consult with their employers after arrival in Korea).
11. 사용자와 근로자는 각자가 근로계약, 취업규칙, 단체협약을 지키고 성실하게 이행해야 한다.	
11. Both employees and employers shall comply with collective agreements, rules of employment, and terms of labor contracts and be obliged to fulfill them in good faith.	
12. 이 계약에서 정하지 않은 사항은 「근로기준법」에서 정하는 바에 따른다. ※ 가사서비스업 및 개인간병인에 종사하는 외국인근로자의 경우 근로시간, 휴일·휴가, 그 밖에 모든 근로조건에 대해 사용자와 자유롭게 계약을 체결하는 것이 가능합니다.	
12. Other matters not regulated in this contract will follow provisions of the Labor Standards Act. ※ The terms and conditions of the labor contract for employees in domestic help and nursing can be freely decided through the agreement between an employer and an employee.	

_____ 년 _____ 월 _____ 일
(YY/MM/DD)

사용자: (서명 또는 인)
 Employer: (signature)
 근로자: (서명 또는 인)
 Employee: (signature)